

**SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT PROGRAM
EXECUTIVE COMMITTEE MEETING
NOVEMBER 11, 2010**

The Executive Committee held a meeting on Thursday November 11, 2010, at 1:00 pm ET. Chair Bob Wyeth led the meeting.

Agenda item 1 – Roll call

Attendance:

Bob Wyeth, Chairman, At Large Member	present
John Gumper, On-Site Assessment	absent
Silky Labie, Quality Systems	present
Ken Jackson, At Large Member	present
JoAnn Boyd, At Large Member	absent
Joe Aiello, Accreditation Body	absent
Maria Friedman, Stationary Source Audit Sample	present
Marlene Moore, Field Activities	present
Kirstin McCracken, Proficiency Testing	present
Jane Wilson, TNI Staff	present

Agenda Item 2 – Review and approval of October meeting minutes

Ken offered an editorial change regarding the name of the new TNI Expert Committee – it will be Environmental Measurement Methods Expert Committee. Silky motioned to approve with that amendment and Ken seconded. All were in favor of approval.

Agenda Item 3 – Approval of revision of the September meeting minutes

Bob noted that the Executive Committee had approved a version of the September meeting minutes via email, but suggested that an amended version be considered for approval in its place. The amended version deletes a paragraph taken from the TNI board minutes, so the text is captured in another record. Silky motioned to approve the amended version and Ken seconded. All approved the amended September minutes.

Agenda Item 4 – Future meeting schedule

Bob revisited the question about the recurring meeting time. No member present expressed an objection to keeping the time the same. Kirstin stated she will be retiring as Chair as PT committee in early 2011, but will remain on the committee. She doesn't know who the replacement will be yet. Not hearing any objections, the current meeting schedule of the second Thursday of the month will be maintained.

Agenda Item 5 – Environmental Measurement Methods Expert Committee

Ken described the role and intent of the formation of the new committee. It represents part of the activities to be undertaken through the new TNI cooperative agreement with EPA. It will include development of specific measurement tools for LOD, LOQ, and calibration. A previous federal advisory committee had developed recommendations on these issues that hadn't moved forward. Ken has been working with an ad hoc steering committee of three people with Richard Burrows chairing. November 30 is the comment deadline for the public announcement of the formation of the committee.

Bob asked how the new expert committee will interact with other ECs where there is potential overlap such as Quality Systems. The new committee will see where its work goes, and will be making reports, etc. to keep others informed of its activities. The expert committees will have to decide how the new standards will interface with the existing ones, or will they be stand alone modules, etc.

Silky didn't see any overlap since the QS requirements are currently not specific as to how these measurements are to be performed. She asked about EPA's intent as to how the resulting standards will be used in the agency. The EPA FEM is a sponsor of the work, and TNI would anticipate their endorsement, but not sure beyond that. The steering committee members are very aware of EPA's perspectives and will try to keep the agency's needs in mind.

Marlene is concerned about whether TNI needs another expert committee and interpreted the intent of the website announcement differently. She thought the committee would be reviewing methods and providing specific guidance, etc. She asked if it will be a method by method review or a management system type approach. She also asked how it applies to NEFAP/FSMOs or is it applicable to labs only. Maria asked if it perhaps should be a sub-committee. Ken added that had been thought of as an option. There is a difference between methods development and measurement techniques. Marlene suggested that a field person needs to participate on the steering committee. Ken invited Marlene to participate on next steering committee call on December 2. Marlene suggested an additional news item that indicates this new initiative can include field activities. Ken agreed and will send a request to the TNI webmaster.

Ken moved to approve the formation of the new committee. There were four votes in favor and two abstentions (Marlene and Maria) abstain. As this was an insufficient number of votes to approve, Bob will ask the remainder of the committee to vote by email.

Agenda Item 6 – Quality Management Plan (QMP) - CSDP QA Officer

Bob advised there is a TNI QMP under development. This initiative will require a QA designee on all the TNI committees. Bob will be looking for a volunteer to serve in that role. It is not anticipated to be a large time commitment.

The draft QMP will be coming to TNI committee chairs for review/comment. Perhaps an at-large member could take it on as the expert committee chairs are pretty busy. Bob asked about

Ken's status with respect to the CSD EC and TNI Board, now that he is contracted TNI staff. Ken is currently considering this and will report back.

Bob noted it's getting to the time to do annual charters, etc. Kirstin asked whether the committee QA officer could be an outside person, as she is interested but will not be on the CSD EC much longer. Bob thought this was a good idea and will check into whether it can be arranged.

Bob also commended Kirstin on her strong leadership of the PT committee over the past several years.

Agenda Item 7 – Expert Committee Reports

- Proficiency Testing
 - i. Discussion of changes to implement new standard
 - ii. Assistance needed to complete; VDS by Savannah?

Kirstin noted that Joe Pardue was recently added to the committee – currently there are 14 members and several active associates. Several members will end terms at the end of 2011. There is one open spot to potentially fill. Anand Mudambi may come back to the committee. Shawn Kassner is the vice chair, and others would be willing to take over from Kirstin.

After the DC meeting the committee re-evaluated the TIAs developed for radiochemistry. The committee decided to wait for the next revision of the standard. Whole effluent toxicity (WET) is a challenging issue. There are FoPT values and these are being re-evaluated as well. The WET FoPTs were not added at request of the accreditation council, and there is opposition to using them in conjunction with accreditation. Rae Ann Haynes will be following up on some of the WET issues and to determine stakeholder expectations. Standards development will then follow.

Kirstin noted the committee still needs to develop a working draft standard (WDS) for the existing TIAs and correct typos and editorial changes.

The biggest issue facing the committee is the NELAC accreditation council requests to change parts of the PT standards. Kirstin noted she is aware of the concerns stated at the TNI BOD meeting, but hasn't received any formal request for change. She noted the need to get to the right information to understand the expectations correctly. Shawn, Stacie, Mike Miller are following up to document the concerns, and to understand what potential changes can be done. Some potential changes may not get through the consensus standards process.

Bob asked if the committee could utilize any outside assistance to get to a voting draft standard (VDS) by the Savannah meeting. Jane pointed out that procedurally it would not be possible to get to a VDS by the next TNI meeting. The group discussed the appropriate procedure to coordinate with the accreditation council, as this communication should go through the Laboratory Accreditation System Executive Committee. Kirstin thought a WDS by the Savannah meeting is doable. PT frequency will come up again as a standards issue. Jane asked whether all

changes should all go in one WDS or be separated as some issues will be controversial and may take longer to get through the standards process. The intent is to develop a single WDS.

- Quality Systems

Silky noted that the VDS developed by QS is ready to be posted for voting. There is a complication in that ISO language is involved. The VDS will be posted in the TNI members only area. It does require voters to have access to ISO 17025. The committee is inviting Stephanie Dryer to join the committee to replace the Utah representative. Katie Williams with EPA is also joining so balance will be restored to the committee by Savannah.

- On-Site Assessment

No report available.

- Stationary Source Audit Sample
 - i. Review of proposed TIA
 - ii. Input to QMP (Lyn Bradley >11/20)

Maria reviewed the TIAs being submitted on behalf of the SSAS committee. The TIAs address changes to the TNI standards so they meet the requirements of the EPA final rule, which was still under development when the standards were finalized. Four TIAs were developed for the standards and new footnotes for the SSAS table. The TIAs will allow the TNI standards to move forward and the program to be reviewed by EPA. She explained the spreadsheet summarizing the TIAs for the committee.

Bob asked about TIA #3 and whether the TNI standard can require an element where the EPA rule doesn't have a requirement. Maria explained that the EPA said the detailed test plan is not required, but some states may still want it. The change doesn't require a test plan, but requires them to submit appropriate documentation per their regulatory agency requirements. An example is New Jersey, where they will still require a test plan.

Silky suggested the following alternate language to replace the second sentence: "The Facility shall have the following information available and provide it if required or requested by the regulatory agency." Maria will take this suggestion back to the SSAS expert committee.

Ken motioned to approve TIAs #1-2 as written and approve TIAs #3-4 subject to the suggested changes being accepted by the SSAS expert committee and Silky seconded. All were in favor.

- Field Activities

Marlene reported that four people are finishing terms, with three expected to continue on the committee. There may need to be one additional member. As the standards are being reviewed, the FAC is finding some requirements that may need to be updated or changed, etc. At the January meeting the committee will be starting the revision process but will not be doing TIAs in

the interim. Mobile laboratories are an issue since they are currently not specifically included in the standards. They don't fall under most regulatory programs, but can be handled by the TNI standards. Marlene states the requirements will be written for areas where there are no regulatory requirements for accreditation of mobile laboratories. Some states do treat mobile labs as entities that can be accredited. Under the TNI standards, it's done by a management system approach rather than by VIN numbers as in some states. Ken noted the existing TNI and NELAC laboratory standards require a technical director on site for a mobile lab.

Marlene also noted the editorial changes needed to the existing standards and would like the changes to be completed by Jan 1. She confirmed an ongoing need for the FAC for standards development.

- Accreditation Body

No report available.

Agenda Item 8 – Old Business

Agenda Item 9 – New Business

Bob will solicit information about the processing of standards interpretation requests (SIRs) for the next call.

Kirstin moved to adjourn.

2010 Meeting Schedule

1:00 pm ET to 2:30 pm ET

January 14	July 8
January 28 – Chicago forum	August 12
February 11	Washington DC forum
March 19	September 9
April 8	October 14
May 13	November 11
June 10	December 9

LIST OF ACTION ITEMS TO BE COMPLETED

Item No.	Date Proposed	Action	Assigned to:	To be Completed by:
1	3/12/09	Determine sector and volume information for SSAS standards	Jane	Volume info complete – need TNI Board decision on sector
2	9/9/10	Ensure new versions of SOPs 2-100 and 2-101 are posted	Jane	10/14/10
3	9/9/10	Communicate to Expert Committee chairs regarding several issues covered in Sept 9 meeting	Bob	10/14/10

Consensus Standard Development Executive Committee
Conference Call
November 11, 2010; 1:00 PM ET
1-212-936-4700; code 822174#
AGENDA

1. Roll Call
2. Review and approval of October minutes
3. Approval of revision of the September minutes
 - a. Originally approved by ballot (8/9 responses)
4. Future meeting schedule
5. Environmental Monitoring Methods Expert Committee-Ken Jackson
 - a. Approval by Executive Committee
6. Quality Management Plan- CSDP QA Officer
 - a. QMP distribution
7. Expert Committee Reports
 - a. Field Activities
 - b. Proficiency Testing
 - i. Discussion of changes to implement new standard
 - ii. Assistance needed to complete; VDS by Savannah?
 - c. On-Site Assessment
 - d. Quality Systems
 - e. Accreditation Body
 - f. Stationary Source Audit Sample
 - i. Review of proposed TIA
 - ii. Input to QMP (Lyn Bradley >11/20)
8. Old Business
9. New Business